

SAWS OVERSIGHT PROCESSES BINDER
RECORD OF CHANGE LOG – SECTION 12

SECTION NAME: Project Status Reporting
RESPONSIBLE PARTY: Javier Rodriguez – Communications Analyst
BRIEF DESCRIPTION OF SECTION: Project Status Reporting is the process used to collect and report consortia project information through high-level monthly reports that include the Department of Information Technology Status Reports, the County Welfare Directors Association Technical Newsletter, and the Systems Integration Division Status Report.

CHANGE LOG

[illegible]

HHSDC

SAWS Oversight

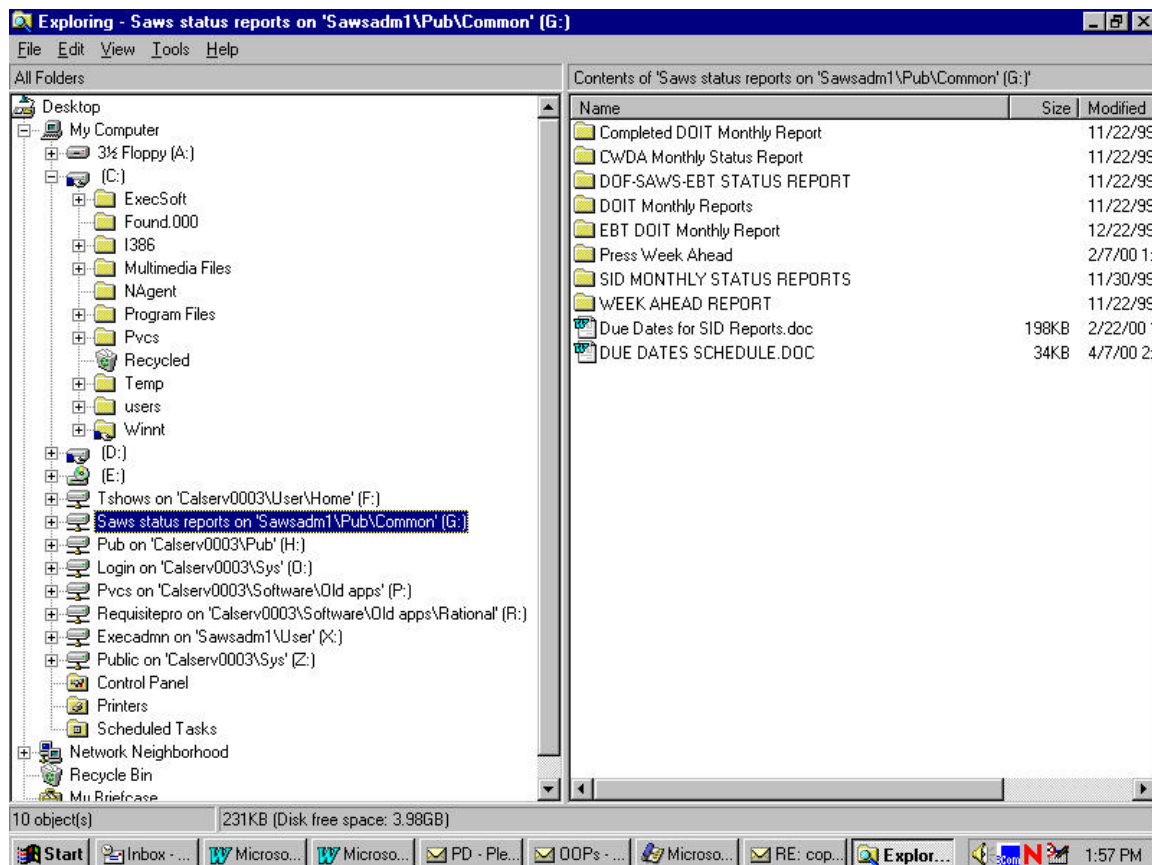
Operations Guide

PROJECT STATUS REPORTING

One of the processes and procedures that is currently maintained by SAWS oversight includes the collection and reporting of consortia project information. This information is used to develop a number of high-level monthly status reports that include the DOIT Status Reports, the County Welfare Directors Association Technical newsletter and the Systems Integration Division Status reports.

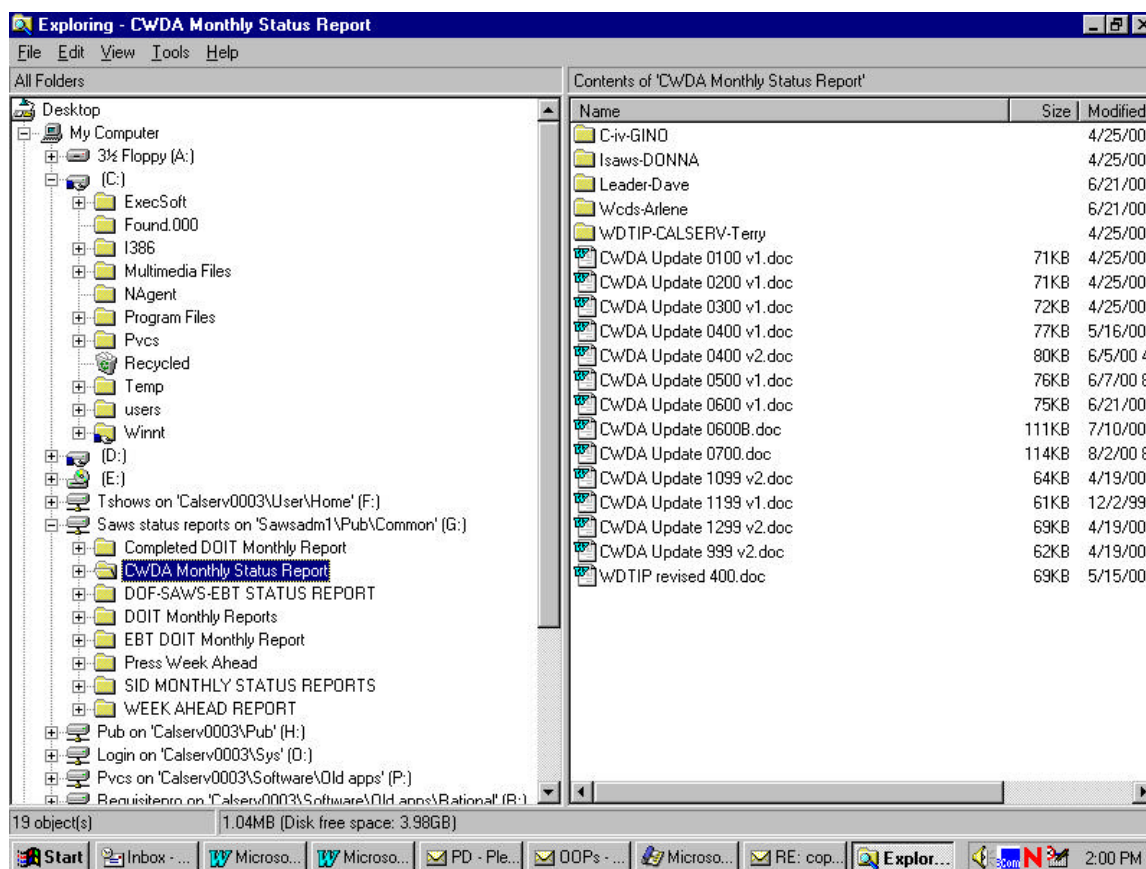
Process

At the appropriate time, support staff notify SAWS liaisons that a report is due. The SAWS liaison usually collects the information directly from consortium staff and inputs the data into existing report templates. The templates are located on the SAWS shared drive. The following diagram identifies the location, and number of reports.



Selecting the appropriate sub-directory presents the SAWS oversight staff with their specific template that is available for immediate update.

HHSDC SAWS Oversight Operations Guide



The liaison updates the template and notifies the support staff upon their completion. Support staff, using the various inputs, integrates the data into a single report. This report is circulated to SAWS oversight staff and SAWS management for final review. Oversight staff may chose to circulate a copy of the final report to the consortium staff for their approval.

Once finalized, the report is published and sent to requesting entity. Copies of the final report are kept in both hard and soft copy formats and maintained by the SAWS admin unit.